

NEIGHBORHOOD TRAFFIC CONTROL PROGRAM

CITY OF GARLAND

TRANSPORTATION
DEPARTMENT

Resolution 7458
Attachment A

CITY OF GARLAND

TRANSPORTATION DEPARTMENT NEIGHBORHOOD TRAFFIC CONTROL PROGRAM

The Neighborhood Traffic Control Program consists of various methods available to address items frequently cited as disruptive to residential streets, alleys, and neighborhoods. Primarily, drivers exceeding the speed limit and cut-through traffic are targeted. Speeding is one of the most frequent operational complaints for residential streets. However, on-street parking or other such items can also be addressed.

Policies have been developed for the following:

- Installation of street humps
- Installation of alley bumps
- Installation of all-way stops
- Installation of special neighborhood awareness signs

Future policies may be developed to provide residents with methods of actually checking or observing the speed of approaching vehicles, requesting parking restrictions, and other items.

Responding to neighborhood requests can often be a challenging proposition. The installation of most traffic control devices imposes a restriction on some road users in order to benefit other users. When such a restriction is based on accepted traffic engineering principles, the installation can be easily justified. However, if no accepted basis exists, it is difficult to justify such installations to the impacted road users.

The challenge in residential areas is balancing the needs of the road users and the residents. Many road users are also neighborhood residents and therefore share both sets of needs. However, drivers using a roadway as an alternative route to other roadways do not share the same neighborhood needs as the residents on that street.

The Neighborhood Traffic Control Program recognizes that neighborhood integrity and a feeling of safety at home are important to maintain a high quality of life. Therefore, the policies developed for this program place a premium on the needs of the neighborhood. To that extent, it is recognized that some drivers will experience greater inconvenience. This inconvenience is considered necessary in order to improve the quality of life in residential neighborhoods.

NEIGHBORHOOD TRAFFIC CONTROL PROGRAM

GLOSSARY OF TERMS

The meaning of the following terms shall be the same in each of the Neighborhood Traffic Control Policies unless otherwise specified.

ALLEY BUMP - a group of raised areas on or in the alley pavement extending transversely across the travel way.

APPROVED TRAFFIC SIGNAL - an intersection that does not currently have an operating traffic signal but that has had traffic signal installation reviewed and approved by the City Council.

BLOCK - a section of a street separated by intersecting streets and containing at least one row of homes.

APPEAL COMMITTEE - A committee to review requests for approval of various neighborhood traffic control items that do not meet the requirements of the appropriate policy or that have been denied by the Transportation Department. The City Council Development Services Committee will serve as the appeal committee for Neighborhood Traffic Control Policies.

NEIGHBORHOOD REPRESENTATIVE - a person serving as the coordinator between the survey area and the City for the installation of street humps, alley bumps, all-way stops, and/or special neighborhood signs permitted by one of the Neighborhood Traffic Control Program policies.

SURVEY FORM - a document provided by the City that provides information on a request and is used to collect signatures and preferences of representatives of the homes in the defined survey area.

SURVEY AREA - the area defined by each policy in which homes are to be surveyed in order to determine the degree of resident support.

STREET HUMP - a raised area with gentle approach and departure ramps on or in the roadway pavement extending transversely across at least all moving traffic lanes.

City of Garland
Transportation Department

NEIGHBORHOOD TRAFFIC
CONTROL PROGRAM

STREET HUMP
INSTALLATION POLICY

Version 1.0

Approved: 02/21/95

STREET HUMP INSTALLATION POLICY SUMMARY

The following is intended to provide a general overview of the major points of this policy. The full policy should be reviewed if a request is to be submitted. Significant additional information is included in the full policy.

- Only for specified types of residential streets with 30 MPH speed limit
- Minimum distances required from intersections, traffic signals, and other humps as well as from various utility elements
- Requestor responsibility to collect survey signatures
- Only single-family, duplex, triplex, or fourplex dwellings to be included
- Survey area includes only properties adjacent to the requested street
- Support of 80% of all homes in the survey area required
- City responsibility to review submitted survey for procedural compliance
- City responsibility to notify homes in the survey area of a request approval
- A variance request process to an appeal committee available
- A specified time period available for collection of signatures and for payment upon approval
- Homes adjacent to proposed location must support installation at that location
- Entire cost to be paid by requestors
- Same survey process required for removal or relocation

STREET HUMP INSTALLATION POLICY

I. GENERAL

"Speed bumps" are frequently requested by citizens to slow traffic on residential streets. Several factors should be considered prior to the installation of a device in the roadway intended to slow traffic including:

- the impact of the device on road users including motorcyclists, bicyclists, and pedestrians,
- the impact of the device on roadway drainage patterns,
- the anticipated impact of the device on vehicular speeds,
- the degree of support for the installation of the device.

It is important that devices installed in the public roadway not inflict damage to passing vehicles or cause drivers to lose control of their vehicles if they are driving at a reasonable speed for the conditions. Therefore, the design of speed bumps frequently used in commercial parking areas is generally considered unacceptable for installation on public streets. It is difficult to imagine the impact of driving over some of these at the legal 30 miles per hour speed limit on residential streets.

An alternative design called a street hump has been used on public streets in various cities. It provides longer approach and departure ramps than parking lot type speed bumps and can be safely crossed at legal roadway speeds. Proper taper as the hump approaches the curb permits roadway drainage.

This policy is designed to provide reasonable opportunities for the installation of street humps on specified types of residential streets based upon the degree of support from the surrounding residents and the street conditions. The following sections provide detailed information on the eligibility of streets and procedures for the installation of street humps.

II. ELIGIBLE STREETS

The first step in the street hump installation process is to determine whether a specific street is eligible. Streets meeting all of the following conditions shall be eligible for street hump installation:

- The street is constructed on dedicated right-of-way. Street humps will not be installed on private roads or drives.
- The street is either a concrete street constructed as a Type F (residential collector) or Type G (residential) roadway as defined by the Major Thoroughfare Plan or an asphalt street designated as Type F, Type G, or not designated on the Major Thoroughfare Plan.

- The property adjacent to the street is either wholly or primarily residential if developed or, if undeveloped, the adjacent property is either wholly or primarily zoned for residential uses. Public parks, public schools, churches, and drainage easements are considered residential uses for the purposes of this policy.
- The street has no more than one moving lane of traffic in each direction.
- The traffic volume on the street is less than 5,000 vehicles per day.
- The street has a speed limit of 30 miles per hour.
- The street is not a primary route for emergency vehicles. Both the Fire Department and the Police Department shall have veto authority on any street they consider critical for emergency response.

III. LOCATION ON STREETS

Once a street is determined to be eligible, the possible locations for hump installation on that street are subject to three conditions as follows:

- Sight distance

Adequate sight distance must exist at the desired location to safely accommodate traffic operations after hump installation. Transportation Department staff will review the area included in the request and identify any areas in which installation would be excluded due to sight distance.

- Adjacent resident concurrence

A street hump shall not be located in front of or immediately adjacent to a property if a resident of that property objects to its placement or, in the case of a property containing multiple low density dwellings, if a majority of the households on the property object to its placement.

- Distance to adjacent intersections and traffic control devices

Street humps shall be located at least:

- 150 feet from an intersection,
- 300 feet from an adjacent street hump,
- 600 feet from an existing or currently approved traffic signal.

- Distance from utility features

Street humps shall be located at least:

- 30 feet from a manhole or valve cover,
- 50 feet upstream or 5 feet downstream from a storm sewer inlet,
- 50 feet from a fire hydrant.

IV. SURVEY PROCEDURE

The degree of resident support is a major factor in the consideration of street hump installation. A survey of the homes within a specified survey area must be submitted to the City demonstrating the required degree of resident support.

Survey Area

- The survey area shall include a distance of at least 500 feet on each side of each requested street hump location but shall include the entire length of any impacted block. If the 500 foot distance extends into any part of an adjacent block, the entire length of the adjacent block shall be included. The Transportation Department will review the request and determine the required survey area.
- Only single-family, duplex, triplex, or fourplex homes shall be included in the survey response. Townhomes are considered single family for the purposes of this policy.
- All homes within the specified distance whose front or side yard adjoins the street on which the street humps are being requested shall be included. Homes with only the rear yard adjacent to the street shall not be considered in reviewing resident support.

Survey Form

- A survey form will be provided by the City for the collection of signatures. This form will include a brief description of the request, traffic operation considerations, and instructions to the residents.
- For each street address included in the survey area, the following information must be included:

Street address, printed name of resident, signature of resident, and preference (SUPPORT, OPPOSE, NO PREFERENCE).

- In order to provide each surveyed home the same level of input, only one resident per home may sign the survey form.
- Up to three months shall be permitted for the collection of necessary signatures and survey submission to the City. If the necessary number of signatures is not collected within this time period, a new survey must be begun.

Required Percent of Support

- At least 80% of the homes in the survey area must indicate support of the proposed street hump installation. Only the "support" preferences on the survey will be included in calculating the required support level. The "oppose" and "no preference" indications will not be used in this calculation.
- The Transportation Department will review the submitted survey to verify that the required survey area was included and to determine that at least 80% of the homes support the installation.

V. INSTALLATION PROCEDURE

- When a sufficient number of "support" signatures have been obtained, the survey and an administrative fee should be submitted to the Transportation Department. The administrative fee, to cover the City's cost of mailing letters to all homes in the survey area advising of the approved request, will not exceed \$0.50 per survey area address and will be based on the actual number of addresses in the survey area.
- When a submitted survey has been verified as meeting the required neighborhood support level, the Transportation Department will place the street on a list of streets approved for street hump installation and will mail the residents in the survey area a letter advising of the approved street hump installation request. This letter will advise that the installation cost must be paid by the neighborhood to the City and will include the name and phone number of the neighborhood representative.
- After a street hump request is approved, the City will submit an invoice for the cost of the street hump installation to the neighborhood representative. The neighborhood representative will be responsible for collecting and submitting all required payments to the City. Upon receipt of full payment of the cost, the humps will be installed as scheduling permits.
- The cost for each street hump installation will be based on the actual cost for a typical street hump installation including any necessary pavement markings and/or signs and will not to exceed \$1,000 per hump. It will be established by the Transportation Department and may be periodically revised to reflect current costs.
- If full payment has not been received within one year from the statement date, the street will be removed from the list of streets approved for street hump installation. If this occurs, it will be necessary to repeat the entire process for speed hump installation.

VI. APPEALS OR VARIANCES

The City Council Development Services Committee shall serve as an appeal committee and may consider requests for unusual conditions that do not fall within these guidelines or for additional consideration of locations that failed to satisfy all of the included requirements. The following general guidelines will be used:

- Requests for appeals or variances shall be submitted to the Transportation Department and shall specify why an appeal or variance is being requested.
- An appeal or variance request will be forwarded to the members of the Development Services Committee for their review.
 - If a majority of the members feel the request merits further consideration, it will be scheduled for a future meeting.
 - If less than a majority of the Development Services Committee members feel further consideration is necessary, the item will not be scheduled for consideration and the requestors will be advised of the committee's decision.
- All appeals must be scheduled in advance for committee consideration. Residents may not appear at a Development Services Committee meeting to present a request for consideration.
- Residents may appear at a Development Services Committee meeting to observe the discussion of any scheduled appeal. Subject to the discretion of the Development Services Committee chairperson, audience members may be permitted to speak supporting or opposing any scheduled appeal.

VII. STREET HUMP REMOVAL AND ALTERATION

- The process for requesting street hump removal or alteration by residents is the same as the process for installation. A survey must be submitted to the City with at least 80% of the homes in the survey area supporting the requested removal or alteration. The cost of removal/alteration must be paid by the requestors.

VIII. DESIGN STANDARDS AND POLICY PROCEDURES

- The Transportation Department shall prepare and maintain design standards for street humps installed through this policy.
- This policy will be reviewed in two year intervals with the first review being performed one year after the installation of the first street hump installed under the provisions of this policy. Review and revision of this policy may also occur prior to the scheduled review date at the discretion of the City Council and staff.

City of Garland
Transportation Department

NEIGHBORHOOD TRAFFIC
CONTROL PROGRAM

ALLEY BUMP
INSTALLATION POLICY

Version 1.0

Approved: 02/21/95

ALLEY BUMP INSTALLATION POLICY SUMMARY

The following is intended to provide a general overview of the major points of this policy. The full policy should be reviewed if a request is to be submitted. Significant additional information is included in the full policy.

- Only for residential alleys
- Minimum distances required from driveways, streets, other alleys, and other alley bumps
- Requestor responsibility to collect survey signatures
- Only single-family, duplex, triplex, or fourplex dwellings to be included
- Survey area includes only properties adjacent to the requested alley
- Support of 80% of all homes in the survey area required
- City responsibility to review survey for procedural compliance
- City responsibility to notify homes in the survey area of a request approval
- A variance request process to an appeal committee available
- A specified time period available for collection of signatures and for payment upon approval
- Homes adjacent to proposed location must support installation at that location
- Entire cost to be paid by requestors
- Same survey process required for removal or relocation

ALLEY BUMP INSTALLATION POLICY

I. GENERAL

"Speed bumps" are frequently requested by citizens to slow traffic in residential alleys. Several factors should be considered prior to the installation of a device in an alley intended to slow traffic including:

- the impact of the device on alley users including motorcyclists, bicyclists, and pedestrians,
- the impact of the device on drainage patterns,
- the anticipated impact of the device on vehicular speeds,
- the degree of support for the installation of the device.

It is important that devices installed in public alleys not inflict damage to passing vehicles or cause drivers to lose control of their vehicles if they are driving at a reasonable speed for the conditions.

This policy is designed to provide reasonable opportunities for the installation of alley bumps in residential alleys based upon the degree of support from the surrounding residents and the alley conditions. The following sections provide detailed information on the eligibility of alleys and procedures for the installation of alley bumps.

II. ELIGIBLE ALLEYS

The first step in the alley bump installation process is to determine whether a specific alley is eligible. Alleys meeting all of the following conditions shall be eligible for alley bump installation:

- The alley is paved and constructed on dedicated right-of-way.
- The property adjacent to the alley is either wholly or primarily residential.
- The alley is not adjacent to open space, parks, public school grounds, etc. where drive around problems are likely.

III. LOCATION IN ALLEYS

Once an alley is determined to be eligible, the possible locations for bump installation in that alley are subject to the following conditions:

- Sight distance

Adequate sight distance must exist at the desired location to safely accommodate traffic operations after bump installation. Transportation Department staff will

review the area included in the request and identify any areas in which installation would be excluded due to sight distance.

- Adjacent resident concurrence

An alley bump shall not be located immediately behind or adjacent to a property if a resident of that property objects to its placement.

- Distance to driveways, alleys, streets, or other bumps
 - Alley bumps shall be located at least 20 feet from the nearest driveway, intersecting alley segment, or intersecting street.
 - An alley bump should typically be installed no closer than 300 feet to an adjacent alley bump. However, for alleys without multiple segments and less than 340 feet in length, spacing less the 300 feet shall be permitted to provide for the installation of two bumps.

IV. SURVEY PROCEDURE

The degree of resident support is a major factor in the consideration of alley bump installation. A survey of the homes within a specified survey area must be submitted to the City demonstrating the required degree of resident support.

Survey Area

- The survey area shall include all homes whose rear or side yard adjoins the alley within the entire length of the affected alley. For alleys with multiple segments, the survey area shall include properties adjacent to at least the primary alley route between public streets. The Transportation Department will review the request and determine the required survey area.
- Only single-family, duplex, triplex, or fourplex homes shall be included in the survey response.

Survey Form

- A survey form will be provided by the City for the collection of signatures. This form will include a brief description of the request, traffic operation considerations, and instructions to the residents.
- For each street address included in the survey area, the following information must be included:

Street address, printed name of resident, signature of resident, and preference (SUPPORT, OPPOSE, NO PREFERENCE).

- In order to provide each surveyed home the same level of input, only one resident per home may sign the survey form.
- Up to three months shall be permitted for the collection of necessary signatures and survey submission to the City. If the necessary number of signatures is not collected within this time period, a new survey must be begun.

Required Percent of Support

- At least 80% of the homes in the survey area must indicate support of the proposed alley bump installation. Only the "support" preferences on the survey will be included in calculating the required support level. The "oppose" and "no preference" indications will not be used in this calculation.
- The Transportation Department will review the submitted survey to verify that the required survey area was included and to determine that at least 80% of the addresses support the installation.

V. INSTALLATION APPROVAL

- When a sufficient number of "support" signatures have been obtained, the survey and an administrative fee should be submitted to the Transportation Department. The administrative fee, to cover the City's cost of mailing letters to all homes in the survey area advising of the approved request, will not exceed \$0.50 per survey area address and will be based on the actual number of addresses in the survey area.
- When a submitted survey has been verified as meeting the required neighborhood support level, the Transportation Department will place the alley on a list of alleys approved for alley bump installation and will mail the residents in the survey area a letter advising of the approved alley bump installation request. This letter will advise that the installation cost must be paid by the neighborhood to the City and will include the name and phone number of the neighborhood representative.
- After an alley bump request is approved, the City will submit an invoice for the cost of the alley bump installation to the neighborhood representative. The neighborhood representative will be responsible for collecting and submitting all required payments to the City. Upon receipt of full payment of the cost, the bumps will be installed as scheduling permits.
- The cost for each alley bump installation will be based on the actual cost for a typical alley bump installation including any necessary pavement markings and/or signs and will not to exceed \$500 per bump. It will be established by the Transportation Department and may be periodically revised to reflect current costs.
- If full payment has not been received within one year from the statement date, the street will be removed from the list of alleys approved for alley bump installation. If this occurs, it will be necessary to repeat the entire process for alley bump installation.

VI. APPEALS OR VARIANCES

The City Council Development Services Committee shall serve as an appeal committee and may consider requests for unusual conditions that do not fall within these guidelines or for additional consideration of locations that failed to satisfy all of the included requirements. The following general guidelines will be used:

- Requests for appeals or variances shall be submitted to the Transportation Department and shall specify why an appeal or variance is being requested.
- An appeal or variance request will be forwarded to the members of the Development Services Committee for their review.
 - If a majority of the members feel the request merits further consideration, it will be scheduled for a future meeting.
 - If less than a majority of the Development Services Committee members feel further consideration is necessary, the item will not be scheduled for consideration and the requesters will be advised of the committee's decision.
- All appeals must be scheduled in advance for committee consideration. Residents may not appear at a Development Services Committee meeting to present a request for consideration.
- Residents may appear at a Development Services Committee meeting to observe the discussion of any scheduled appeal. Subject to the discretion of the Development Services Committee chairperson, audience members may be permitted to speak supporting or opposing any scheduled appeal.

VII. ALLEY BUMP REMOVAL AND ALTERATION

- The process for requesting alley bump removal or alteration by residents is the same as the process for installation. A survey must be submitted to the City with at least 80% of the homes in the survey area supporting the requested removal or alteration. The cost of removal/alteration must be paid by the requestors.

VIII. DESIGN STANDARDS AND POLICY PROCEDURES

- The Transportation Department shall prepare and maintain design standards for alley bumps installed through this policy.
- This policy will be reviewed in two year intervals with the first review being performed one year after the installation of the first alley bump installed under the provisions of this policy. Review and revision of this policy may also occur prior to the scheduled review date at the discretion of the City Council and staff.

City of Garland
Transportation Department

NEIGHBORHOOD TRAFFIC
CONTROL PROGRAM

ALL-WAY STOP
INSTALLATION POLICY

Version 1.0

Approved: 02/21/95

ALL-WAY STOP INSTALLATION POLICY SUMMARY

The following is intended to provide a general overview of the major points of this policy. The full policy should be reviewed if a request is to be submitted. Significant additional information is included in the full policy.

- Only for specified types of residential streets with 30 MPH speed limit
- Minimum distances required from adjacent stop sign, yield sign or traffic signals
- Requestor responsibility to collect survey signatures
- Only single-family, duplex, triplex, or fourplex dwellings to be included
- Survey area includes only properties adjacent to the requested street
- Support of 80% of all homes in the survey area required
- City responsibility to review survey for procedural compliance
- A variance request process to an appeal committee available
- A specified time period available for collection of signatures and for payment upon approval
- Entire cost to be paid by requestors
- Same survey process required for removal or relocation

ALL-WAY STOP INSTALLATION POLICY

I. GENERAL

Stop sign installations on all approaches to an intersection (all-way stops) are frequently requested by citizens to slow traffic or to discourage cut-through traffic on residential streets. Several factors should be considered prior to the installation of all-way stops including:

- the impact of the device on road users including motorcyclists, bicyclists, and pedestrians,
- the anticipated impact of the device on vehicular speeds,
- the potential impact on nearby streets as traffic patterns change to avoid new stop signs,
- the degree of support for the installation of the device.

This policy is designed to provide reasonable opportunities for the installation of all-way stops on specified types of residential streets based upon the degree of support from the surrounding residents and the street conditions. The following sections provide detailed information on the eligibility of streets and procedures for the installation of all-way stops.

II. ELIGIBLE STREETS

The first step in the all-way stop installation process is to determine whether a specific street is eligible. Streets meeting all of the following conditions shall be eligible for all-way stop installation:

- The street is constructed on dedicated right-of-way.
- The street is either a concrete street constructed as a Type F (residential collector) or Type G (residential) roadway as defined by the Major Thoroughfare Plan or an asphalt street designated as Type F, Type G, or not designated on the Major Thoroughfare Plan or the street is one of the following Type D1 streets:

Colonel Drive - Duck Creek Blvd. to Broadway Blvd.

Muirfield Road - N. Garland Ave. to Brand Rd.

Springpark Way - Jupiter Rd. to Clearsprings Pkwy.

- The property adjacent to the street is either wholly or primarily residential if developed or, if undeveloped, the adjacent property is either wholly or primarily zoned for residential uses. Public parks, public schools, churches, and drainage easements are considered residential uses for the purposes of this policy.

- The street has a speed limit of 30 miles per hour.
- Stop signs will only be installed on streets. Stop signs will not be installed in alleys.

III. LOCATION ON STREETS

Once a street is determined to be eligible, the possible locations for all-way stop installation on that street are subject to the following conditions:

- All-way stops will only be installed at typical intersections of public streets. Locations where driveways or private roads intersect public streets are not eligible.
- For Type F or 36 foot wide roadways and for the eligible Type D1 streets, new all-way stops shall be located at least 1500 feet from the nearest stop, yield, or traffic signal on that street.
- For Type G or roadways less than 36 feet wide, new all-way stops shall be located at least 750 feet from the nearest stop, yield, or traffic signal on that street.
- The above distances shall also apply to approved traffic signals that have not yet been installed or placed into service.

IV. SURVEY PROCEDURE

The degree of resident support is a major factor in the consideration of all-way stop installation. A survey of the homes within a specified survey area must be submitted to the City demonstrating the required degree of resident support.

Survey Area

- For all-way stops requested on Type F roadways and on the eligible Type D1 streets, the survey area shall be for a distance of 1500 feet in advance of each proposed new stop sign but shall include the entire length of any impacted block. If the 1500 foot distance extends into any part of an adjacent block, the entire length of the adjacent block shall be included.
- For all-way stops requested on Type G roadways, the survey area shall be for a distance of 750 feet in advance of each proposed new stop sign but shall include the entire length of any impacted block. If the 750 foot distance extends into any part of an adjacent block, the entire length of the adjacent block shall be included.
- For requests on either type roadway, all homes within the specified distance whose front or side yard adjoins the street on which the new sign is being requested shall be included. Homes with only the rear yard adjacent to the street shall not be considered in reviewing resident support.

- For either type roadway, only single-family, duplex, triplex, or fourplex homes shall be included in the survey response. Townhomes are considered single family for the purposes of this policy.

Survey Form

- A survey form will be provided by the City for the collection of signatures. This form will include a brief description of the request, traffic operation considerations, and instructions to the residents.
- For each street address included in the survey area, the following information must be included:

Street address, printed name of resident, signature of resident, and preference (SUPPORT, OPPOSE, NO PREFERENCE). In order to provide each surveyed home the same level of input, only one resident per home may sign the survey form.

- Up to three months shall be permitted for the collection of necessary signatures and survey submission to the City. If the necessary number of signatures is not collected within this time period, a new survey must be begun.

Required Percent of Support

- At least 80% of the homes in the survey area must indicate support of the proposed all-way stop installation. Only the "support" preferences on the survey will be included in calculating the required support level. The "oppose" and "no preference" indications will not be used in this calculation.
- The Transportation Department will review the submitted survey to verify that the required survey area was included and to determine that at least 80% of the addresses support the installation.

V. INSTALLATION PROCEDURE

- Once intersection eligibility and required resident support as indicated by the survey have been reviewed by the Transportation Department, the department will either approve or deny the request.
- A Transportation Department recommendation of denial will generally be based on factors such as geometric conditions unfavorable to stop sign installation, future installation of other traffic control devices in the area, other all-way stops approved or requested under this policy, or other such considerations.
- If the Transportation Department recommends denial, the requestors may appeal the decision to an appeal committee. The appeal committee will review the request and decide whether or not to consider the request.

- After an all-way stop request is approved, the City will submit an invoice for the cost of the all-way stop installation to the neighborhood representative and place the intersection on a list of intersections approved for all-way stop installation. The neighborhood representative will be responsible for collecting and submitting all required payments to the City. Upon receipt of full payment of the cost, the stops will be installed by the City as scheduling permits.
- A uniform fee for all-way stop installation will be based on the actual cost for a typical conversion from a one- or two-way stop to an all-way stop and will not to exceed \$150 per intersection. It will be established by the Transportation Department and may be periodically revised to reflect current costs.
- If full payment has not been received within one year from the statement date, the intersection will be removed from the list of intersections approved for all-way stop installation. If this occurs, it will be necessary to repeat the entire process for all-way stop installation.
- "Stop Ahead" signs and roadway stop lines will not be installed at all-way stops installed under this policy unless special circumstances such as limited sight distance of the signs or the presence of an existing marked crosswalk exist.

VI. APPEALS OR VARIANCES

The City Council Development Services Committee shall serve as an appeal committee and may consider requests for unusual conditions that do not fall within these guidelines or for additional consideration of locations that failed to satisfy all of the included requirements. The following general guidelines will be used:

- Requests for appeals or variances shall be submitted to the Transportation Department and shall specify why an appeal or variance is being requested.
- An appeal or variance request will be forwarded to the members of the Development Services Committee for their review.
 - If a majority of the members feel the request merits further consideration, it will be scheduled for a future meeting.
 - If less than a majority of the Development Services Committee members feel further consideration is necessary, the item will not be scheduled for consideration and the requesters will be advised of the committee's decision.
- All appeals must be scheduled in advance for committee consideration. Residents may not appear at a Development Services Committee meeting to present a request for consideration.

- Residents may appear at a Development Services Committee meeting to observe the discussion of any scheduled appeal. Subject to the discretion of the Development Services Committee, audience members may be permitted to speak supporting or opposing any scheduled appeal.

VII. ALL-WAY STOP REMOVAL

- The process for requesting all-way stop removal is the same as the process for installation. A survey must be submitted to the City with at least 80% of the homes in the survey area supporting the requested removal or alteration.

VIII. POLICY REVIEW

- This policy will be reviewed in two year intervals with the first review being performed one year after the installation of the first all-way stops installed under the provisions of this policy. Review and revision of this policy may also occur prior to the scheduled review date at the discretion of the City Council and staff.